

VENDOR GUIDE

“Doing Business with the State of Hawaii”

The State of Hawaii and its counties offer the business community many opportunities to sell their goods, services, and construction. In 1993, the Hawaii legislature took steps to ensure that vendors all work from a single source of procurement laws and rules. No matter what State of Hawaii government agency you deal with, only one law governs the procurement process within our State. This guide offers you a brief overview of the structure of purchasing in the state of Hawaii, and provides links to various websites and other sources of procurement information that will help vendors provide goods, services, and construction to the State of Hawaii.

The following website links and other procurement information can be accessed through the State Procurement Office website at www.spo.hawaii.gov

The Organization of Hawaii Public Procurement

Hawaii's procurement function is decentralized. Due to the physical make up of the State (six main islands), [Chief Procurement Officers](#) (CPO) representing various State and other governmental jurisdictions are delegated the responsibility for the procurement of goods, services, and construction.

The Procurement Policy Board

The implementation of [Administrative Rules](#) for procurement is centralized with the [Procurement Policy Board](#) (PPB), which is an autonomous board, made up of seven members. The PPB adopts rules consistent with the procurement statute found in [Chapter 103D, Hawaii Revised Statutes \(HRS\)](#).

The State Procurement Office

The [State Procurement Office](#) (SPO) serves as the central authority on procurement statutes and rules for all governmental bodies of the State and its counties. Although Hawaii is decentralized in its procurement of goods, services, and construction, with each jurisdiction having authority to purchase; the SPO remains the central source on matters of procurement policy.

Frequently Asked Questions (FAQs)

To view frequently asked questions by persons wanting to do business with the State of Hawaii, click on [FAQs](#).

HRS Chapter 103D, the Procurement Code

Chapter 103D, HRS, is the section of the Hawaii Revised Statutes (HRS) that governs the procurement of goods, services, and construction by the State and its counties. To view the background, applicability of the procurement code, and methods of source selection, click on [Summary of HRS Chapter 103D, Hawaii Public Procurement Code](#).

HRS Chapter 103F, Health and Human Services

Chapter 103F, HRS, is the section of the Hawaii Revised Statutes that governs the procurement of health and human services by the State. To view information on Chapter 103F, click on [Health and Human Services, Chapter 103F, HRS Procurements](#).

Procurement Notices

To view procurements that are currently being solicited throughout the State of Hawaii click on [Procurement Notices](#). Please be aware that while most State and county agencies post their solicitations to this website, each jurisdiction may have their own procurement notices website.

Awards

To view procurement awards made throughout the State click on [Awards](#).

SPO Price List/Vendor List Contracts

A price list is a group of commonly used items or services which are competitively bid to set prices for a specified period of time. The SPO, as a part of their service, cooperatively bids commonly purchased commodities or services. To view the various price list and vendor lists contracts, click on [SPO Price List/Vendor List Contracts](#).

Hawaii Electronic Procurement System (HePS)

The Hawaii Electronic Procurement System (HePS) is an Internet-based, on-line electronic procurement system. While there is no vendor registration fee with the HePS, there is a transaction fee applicable to vendors awarded contracts through the HePS. To view information about the HePS and to sign up, click on [Hawaii Electronic Procurement System \(HePS\)](#).

Hawaii Compliance Express (HCE)

Under Hawaii law, vendors are required to furnish proof of compliance with the requirements of 103D-310(c), HRS, to receive certain contracts. The Hawaii Compliance Express (HCE) saves you time and hassle by providing an online "Certificate of Vendor Compliance" for your business entity rather than seeking individual clearances through the Department of Taxation, Internal Revenue Service, Department of Labor and Industrial Relations, and Department of Commerce and Consumer Affairs. To view additional information about the HCE and to sign up, click on [Hawaii Compliance Express](#).

Purchasing Card (pCard)

The purchasing card (pCard) is similar to a corporate credit card, designed to streamline the state and county government's small purchase payment process. It replace the costly purchase order system by allowing employees to charge small purchases without having to prepare a purchase order and vendors are not required to prepare and submit invoices to receive their payment. Vendors receive payment within a few days versus within thirty days. To view additional information about the pCard, click on [pCard \(purchasing card\)](#).

Forms for Vendors and Contracts

Vendors may be required at times to submit various procurement related forms to State agencies. To obtain copies of these forms, click on [Forms for Vendors/Contractors](#).